



NC E-Procurement Upgrade Go-Live Postcard #9

Community College Edition

Today's Deadline for Creating New Requisitions As a reminder, at 5 pm today, June 22nd, a change will be implemented in the NC E-Procurement system so that users **will not be able to enter new requisitions**. From June 23rd - June 28th, purchase orders may be created from existing requisitions in the current NC E-Procurement system. **On June 28th at 5 pm, the current NC E-Procurement system will be taken offline and will be unavailable as the upgrade is implemented.** The upgraded system will be available on Tuesday morning, July 3rd. For more information, please contact the NC E-Procurement Helpdesk at 888-211-7440, option 1.

Go-Live Preparations The NC E-Procurement upgrade team is making its final preparations for the go-live implementation. **What do you need to do to be ready?** Here are some of the key steps:

Prior to Go-Live

- ☐ Complete open orders where possible
- ☐ Attend "What's New" training or webinar replay
- ☐ Access your NCID account

On the First Day

- ☐ Enter requisitions in new system
- ☐ View historical transactions in old system as necessary

Feature Focus: Accessing eQuote eQuote is an efficient, cost-saving tool in NC E-Procurement for obtaining informal quotes. In the upgraded system, the eQuote functionality has not changed, but the way that you access it has changed. eQuote is now accessed via the '**Uncategorized Items**' branch of the catalog hierarchy. Clicking 'eQuote Punchout Site' here works exactly like clicking the button today.



Follow-Up

We sent this postcard to NC E-Procurement community college users, purchasing directors, and finance officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov